

MEMORANDUM OF UNDERSTANDING
between the
DEFENSE LOGISTICS AGENCY
and the **GENERAL SERVICES ADMINISTRATION**

This Memorandum of Understanding is made this 23RD day of January 1998 by and between the Defense Logistics Agency (DLA) and the General Services Administration (GSA).

I. PURPOSE.

This Memorandum of Understanding (MOU) is entered into in order to establish policies and procedures under which the DLA will provide disposal support to the GSA for disposing of Federal excess and surplus property. This MOU is executed in accordance with the provisions of Section 202 of the Federal Property and Administrative Services Act of 1949, as amended.

II. PROVISIONS.

A. DoD standard turn-in procedures, as outlined in DoD 4000.25-M-1* and DoD 4160.21-M, will be used. These procedures are summarized at Enclosure 1. Advance notification to DLA disposal activities, the Defense Reutilization and Marketing Offices (DRMOs), will be required. Property shall normally be turned in as individual line-items, however, batchlotting (by FSC) of items with a combined acquisition value of up to \$800.00 is permitted.

***Note: the In-Transit Accountability requirements of DoD 4000.25-M-1 are not applicable to Federal civil agency turn-ins accomplished under this MOU.**

B. The Federal Civil Agencies (FCA) will be responsible for delivering the property, both usable and scrap, to the DRMOs. DLA personnel will not pick up property at the holding installation. Property may be received in-place on a case-by-case basis if both the FCA and the DRMO agree. The FCA is required to have a valid FEDSTRIP number.

C. DRMOs reserve the right to refuse any turn-in for cause; e.g., documentation not correctly filled out, property not normally accepted, or usable property coded as scrap.

D. From time to time the services of some DRMOs may not be available under this MOU because of workload or storage impacts.

E. Upon acceptance of accountability by DRMS, the property will be screened by the same method as all other DoD excess property with the following exception:

Property will not be made available to those special program organizations who, because of enabling legislation, may only obtain DoD excess (e.g., Humanitarian Assistance Program, Regional Logistical Support Offices, Service Educational Activities). Property received will be considered Federal civil agency excess property. For the purposes of this MOU, a line-item will be considered one turn-in document.

F. Sales proceeds, if any, will be deposited into the Treasury as miscellaneous receipts, unless otherwise specified by law (40 U.S.C. 485). No reimbursement of proceeds will be made to the FCA. Contract claims resulting from the sale of Federal property may be the responsibility of the FCA.

G. DRMOs will not accept, and the FCA will not turn in, certain types of property. These include:

1. Arms, ammunition, explosives, dangerous articles, hazardous property
2. FSC 6505 Items (drugs, biological, and reagents)
3. Subsistence items
4. Trash and waste material, for which DLA would have to pay for its disposition
5. Classified Property
6. Flight Safety Critical Aircraft Parts (as defined in DoD/FAA Final Report dated 8 May 1995)
7. Other types of property as agreed to by the DLA and FCA.

H. The services of the DRMOs for turn-ins by the FCAs will be reimbursed by the FCA. These costs will be reviewed annually. The fee schedule is as follows:

USABLE PROPERTY: 1 percent of extended acquisition value, \$50 minimum or \$5,000 maximum per turn-in document.

SCRAP PROPERTY: \$65.00 per ton, \$50.00 minimum charge per turn-in.

I. This MOU does not supersede MOUs in effect with the FCA for the nonreimbursable turn-in of precious metals bearing scrap. This property will continue to be accepted by the DRMOs with no charge--in support of the DoD Precious Metals Recovery Program.

J. The FCA must establish an Economy Act order in advance with DRMS to cover fees anticipated to be incurred. These fees will be reviewed annually and the FCA will be advised of any changes required. Only one FCA billing activity will be used. The use of electronic On-line Payment and Collections (OPAC) System will be the preferred method of billing. Participation by FCAs is optional, but if and when the FCA elects to turn in property to DRMS, it shall do so in accordance with this MOU.

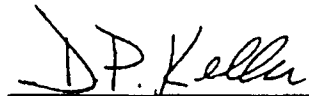
K. Specific procedures to be used by the FCA and DLA are enclosed (Enclosure 1).

L. This MOU will expire 1 year from the date of this MOU.

III. EFFECTIVE DATE. This MOU is effective as of January 23, 1998.

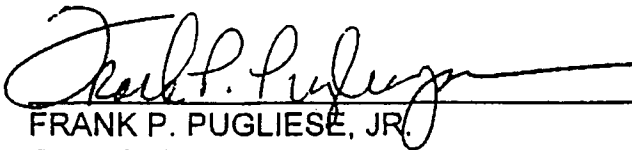
IV. EXTENSION. This MOU may be extended by agreement of both parties.

V. TERMINATION. This MOU may be terminated by either party, provided the other party receives 60 days written notice.



D. P. Keller
Rear Admiral, SC, USN
Executive Director
Logistics Management

5 January 1998
DATE



FRANK P. PUGLIESE, JR.
Commissioner
Federal Supply Service
General Services Administration

1-23-98
DATE

APPENDIX C46A

TRANSFERS TO DEFENSE REUTILIZATION AND MARKETING OFFICE ON DD FORM 1348-1A (SINGLE LINE ITEM TURN-INS)

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Document Identifier	1-3	Perpetuate from the source document. For locally determined excesses generated at a base, post, camp, or station, assign a DI code as determined by S/A procedures.
Routing Identifier	4-6	Enter the RI of the shipping activity or leave blank when the shipping activity is not assigned an RI.
Media and Status	7	Leave blank.
Stock or Part Number	8-22	Enter the stock or part number being turned in. For subsistence items, enter the type of pack in rp 21. See Block 25.
Unit of Issue	23-24	Enter the unit of issue of the stock or part number being turned in.
Quantity	25-29	Enter the quantity being turned in to DRMO.
Document Number	30-43	Perpetuate from source document. This cannot be the same document number that was used to receive the materiel. For locally determined excess generated at base, post, camp, or station, assign as determined by S/A procedures. See Block 24.
Suffix	44	Leave blank.
Supplementary Address	45-50	Enter DoDAAC of predesignated consignee DRMO.
Signal	51	For hazardous material and waste turn-ins, enter Signal Code L; otherwise, leave blank.
Fund	52-53	For hazardous material and waste turn-ins, enter the MILSBILLS fund code (reference (hh)) designating the funds to be charged.
Distribution	54	Perpetuate from source document or leave blank.
Retention Quantity	55-61	Enter the quantity to be retained in inventory or leave blank.
Precious Metals	62	Enter applicable code from appendix B28.

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Automated Data Processing Equipment Identification	63	Enter applicable code from appendix B29.
Disposal Authority	64	Enter applicable code from appendix B26.
Demilitarization	65	Enter code assigned as required by DoD 4160.21-M-1 (reference (qq)). NOTE: When demilitarization has been accomplished prior to transfer to DRMO, the appropriate demilitarization certification, as required by reference (qq), must be reflected in Block 27.
Reclamation	66	Enter code "Y" if reclamation was performed prior to release to a DRMO. Enter "R" if reclamation is to be performed after turn-in to DRMO. Enter code "N" if reclamation is not required.
Routing Identifier	67-69	Perpetuate from DRO.
Ownership	70	Enter applicable code or leave blank.
Supply Condition	71	Enter applicable code from appendix B18.
Management	72	Perpetuate from source document or leave blank.
Screening	73	Leave blank.
Unit Price	74-80	Enter the unit price for the NSN or part number in rp 8-22.

BLOCK(S) **ENTRIES**

- 1 Enter the extended value of the transaction.
- 2 Enter the shipping point identified by DoDAAC; if reduced printing is used, in-the-clear address may be entered in addition to the DoDAAC.
- 3 Enter the consignee DRMO by DoDAAC. This will be the predesignated DRMO and will be entered by the shipping activity; if reduced printing is used, the in-the-clear address may be entered in addition to the DoDAAC.
- 4 Insert HM, if the turn-in is hazardous materiel or HW, if the turn-in is hazardous waste.
- 5 Enter the date of document preparation, if required by the shipper.
- 6 Enter the national motor freight classification (NMFC), if required by the shipper.
- 7 Enter the freight rate, if required by the shipper.
- 8 Enter coded cargo data, if required by the shipper.
- 9 Enter applicable controlled inventory item code which describes the security/pilferage classification of the shipment from DoD 4100.39-M (reference (pp)), volume 10, chapter 4, table 61.
- 10 Enter the quantity actually received by the DRMO, if different from positions 25-29.
- 11 Enter the number of units of issue in a package, if required by the shipper.
- 12 Enter the unit weight applicable to the unit of issue, if required by the shipper.
- 13 Enter the unit cube applicable to the unit of issue, if required by the shipper.
- 14 Enter the uniform freight classification, if required by the shipper.
- 15 Enter the shelf life, if appropriate; otherwise, leave blank.
- 16 Enter in-the-clear freight classification nomenclature, if required by the shipper.
- 17 Enter the item nomenclature. For non-NSN items; enter as much descriptive information as possible. Specified additive data or certification from the generating source for specific types of property should be entered.
- 18 Enter type of container, if required by the shipper.
- 19 Enter number of containers that makes up the shipment, if required by the shipper.

BLOCK(S) **ENTRIES**

- 20 Enter total weight of shipment, if required by the shipper.
- 21 Enter total cube of shipment, if required by the shipper.
- 22 Received By - Enter the signature of person receiving the materiel.
- 23 Date Received - Enter date materiel was received and signed for.
- 24 Document Number - Perpetuate from source document. This cannot be the same document number that was used to receive the materiel. For locally determined excesses generated at base, post, camp, or station, assign a document number^{1/} as determined by Service/Agency procedures. Suffix Code - Leave blank.
- 25 National Stock Number - Enter the stock number or part number being turned in.^{2/} Additional - For subsistence items, enter the type of pack code in rp 21.
- 26 For turn-in to DRMO - This block will not contain bar code data, it is reserved for internal DRMO/DRMS.
- 27 This block may contain additional data including bar coding for internal use. Enter data in this block as required by the shipping activity or the DRMO receiving the materiel. When data is entered in this block, it will be clearly identified. For hazardous material and waste turn-ins, enter the DoDAAC of the bill-to office, the contract line item number (CLIN) for the item, and the total cost of the disposal.

^{1/} Data will be displayed in two configurations:

- (1) three of nine bar code and
- (2) in-the-clear. When prepared manually, bar code will not be included.

^{2/} See Footnote 1.